

**OAKLAND UNIVERSITY
THE SCHOOL OF BUSINESS ADMINISTRATION**

Constitution

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Constitution of the School of Business Administration

Final Revisions as Approved by the SBA Assembly, February 2015

Article I. The School of Business Administration

1. The School of Business Administration:

The School of Business Administration is comprised of the faculty of the School of Business Administration, its administration, and those students pursuing degrees under the authority of the School of Business Administration.

- i. The term faculty shall refer to all teaching and research personnel appointed in the School of Business Administration.
- ii. The organized faculty of the School of Business Administration, as defined by the Senate Constitution, shall exercise all powers granted to organized faculties by the Constitution of the University Senate.

2. The Dean of the School of Business Administration:

The Dean of the School of Business Administration is its principal administrative and academic officer.

- i. The Dean shall be a tenured member of the faculty of the School of Business Administration.
- ii. The Dean shall be appointed by the Board of Trustees, upon the recommendation of the President and the Senior Vice President for Academic Affairs and Provost. The President shall review the Dean's appointment at least every five years. Before recommending appointment or reappointment, the President, or the President's representative, shall provide an opportunity for consultation with the faculty of the School of Business Administration and such other persons as is deemed necessary. Before the President and the Senior Vice President for Academic Affairs and Provost decide on a candidate for appointment or reappointment, a secret ballot shall be conducted of all members of the Assembly calling the question of whether a candidate is acceptable or not. This ballot will be conducted after the final candidates have been brought to campus. A candidate who fails to receive a majority of the votes cast by the Assembly will not be recommended by the School of Business Administration.

3. Administrative or Instructional Units:

Any proposal of the Dean concerning departments and other administrative or instructional units within the School shall be presented to the Assembly for its advice. The proposal of the Dean, along with the Assembly's advice, if any, shall then be forwarded to the Senior Vice President for Academic Affairs and Provost and the President. Other proposals concerning departments and other administrative or instructional units within the School receiving the approval of the Assembly shall also be forwarded by the Dean to the Senior Vice President for Academic Affairs and Provost and the President.

The chairpersons are the principal officers of the respective departments.

- i. Each chairperson shall be appointed by the Board of Trustees, upon the recommendation of the President, the Senior Vice President for Academic Affairs and Provost, and the Dean. As part of the chairperson selection process, the Dean shall consult with the members of the department in accordance with the procedures approved by the Assembly of the School of Business Administration.
- ii. The term of office of the chairperson shall ordinarily begin at the beginning of the fall semester.

- iii. If the chairpersonship becomes vacant, the Dean shall appoint an acting chairperson, after consultation with the departmental faculty, until it becomes convenient to nominate a permanent chairperson. The term of the acting chairperson shall be no more than 12 months. An acting chairperson can be re-appointed with the concurrence of the voting faculty of that department.

Article II. The Assembly: Powers, Membership, and Organization

1. Powers of the SBA Assembly:

The Assembly shall be the legislative body of the School of Business Administration and shall exercise all powers granted to organized faculties by the Constitution of the University Senate.

2. Membership of the SBA Assembly:

The Assembly shall be composed of the following members:

- i. The Dean, Associate Dean(s), all faculty in the School of Business Administration who hold full time appointments or tenure-track positions, and such other staff positions as are identified in the Bylaws of the School of Business Administration.
- ii. Two undergraduate and one graduate student representatives. Student representatives must be in good academic standing and undergraduates must have achieved junior level status in the School of Business Administration by the time their terms begin.
- iii. Any other persons to whom the Assembly may extend an invitation. Such individuals shall serve a one year term beginning in the fall semester.

3. Voting Membership of the SBA Assembly

The voting members of the SBA Assembly are the members of the organized faculty of the School.

4. Meetings:

- i. The Assembly shall meet at least two times during each of the fall and winter semesters. The Executive Committee of the Assembly shall call all general meetings. The Executive Committee must call a special meeting within fifteen (15) days upon written petition of twenty (20) percent of the Assembly members in residence.
- ii. The Dean shall have the power to call meetings of the Assembly at all times other than during the fall and winter semesters. The agenda of such meetings shall be limited to the nomination of candidates for degrees and honors, except as follows: additional items may be included in the agenda provided that the Assembly explicitly authorizes such items during the preceding semester, in which case the Assembly shall define the quorum for such meetings.
- iii. Forty (40) percent of the Assembly membership in residence shall constitute a quorum. A simple majority of those present and voting shall suffice for a decision, except as provided in Robert's Rules of Order.
- iv. The Executive Committee shall prepare the agenda. Any member of the Assembly shall have the right to have a motion placed on the agenda with or without the endorsement of the Executive Committee and to offer motions on the floor of the Assembly.
- v. The Assembly shall adopt By-Laws as needed for the conduct of its business.

- vi. The presiding officer of the Assembly shall be the Dean of the School of Business Administration. In the absence of the Dean, an Associate Dean of the School of Business Administration, designated by the Dean, shall preside.

Article III. The Assembly: Standing Committees

1. Standing Committees:

The Assembly shall have the following standing committees, which shall report to the Assembly at least annually. Each Standing Committee shall provide a written report to the Assembly on their activities during the last academic year as they related to the committee's charge. This report shall be disseminated to all members of the Assembly at least two weeks before the first scheduled meeting of the following academic year. Additional Standing Committees may be created by action of the Assembly through By-Law modifications.

i. School of Business Administration Executive Committee (SBAEC):

The School of Business Administration Executive Committee shall consist of the following voting members:

- (1) The Dean, who shall be the Chairperson
- (2) Associate Dean(s)
- (3) The department chairpersons
- (4) A Faculty Representative. The Faculty Representative shall be elected by the organized faculty in the winter semester, and shall serve a one-year term beginning with the fall semester. No person shall serve as Faculty Representative more than two consecutive years.
- (5) Other faculty and staff members may attend and participate in discussions at Executive Committee meetings at the invitation of the Executive Committee. These individuals shall not have a vote.

The Executive Committee shall:

- (1) Call all meetings of the Assembly in the fall and winter terms.
- (2) Prepare the agenda for the Assembly.
- (3) Present to the Assembly a slate of nominees for the membership of all standing committees.
- (4) Create *ad hoc* committees.
- (5) Transmit matters to the University Senate.
- (6) Place matters before the Dean.
- (7) Evaluate the School's performance vis-a-vis the School's stated priorities and/or goals and objectives.
- (8) Evaluate any new proposals for programs or changes in current programs with

regard to the School's stated priorities and/or goals and objectives.

- (9) Advise the Dean on the allocation of the SBA's faculty and financial resources.
- (10) Approve all changes to existing majors, minors, concentrations, and course descriptions after they have been recommended by the appropriate departmental faculty and the Undergraduate or Graduate Curriculum Committee.
- (11) Review and forward to the SBA Assembly for approval: new degree programs, new majors, new minors, new concentrations, and other new programs after they have been recommended by the appropriate departmental faculty and the Undergraduate or Graduate Curriculum Committee.
- (12) Review and forward to the SBA Assembly for approval changes to the pre-core and core curricula after they have been recommended by the Undergraduate or Graduate Curriculum Committee.
- (13) Such other responsibilities as approved by the Assembly, and noted in the By-Laws.

ii. Undergraduate Curriculum Committee (UCC):

The Undergraduate Curriculum Committee shall consist of

- (1) A full-time faculty member representing each department, nominated by the department and approved by the Assembly, for two-year staggered terms
- (2) One faculty member from any department elected at-large by the Assembly for a two-year term
- (3) An Associate Dean (as a non-voting member), appointed by the Dean
- (4) Other Non-Voting members as approved by Assembly, and noted in the By-Laws.

The Undergraduate Curriculum Committee shall:

- (1) Develop and implement processes to provide continuous assessment of the undergraduate programs of the SBA
- (2) Initiate and/or review proposals submitted by departments for change to the undergraduate programs of the SBA
- (3) Recommend to the Executive Committee all changes to the undergraduate curricula, and addition of new majors and deletion of existing majors
- (4) Review the retention of undergraduate students and develop programs to improve the retention of students
- (5) Review the content of the SBA undergraduate catalog copy;
- (6) Ensure that the undergraduate curricula are consistent with the SBA Mission Statement; and
- (7) Interpret the catalog and other curricular policy and rule on petitions and grade

changes.

- (8) Such other responsibilities as approved by the Assembly, and noted in the By-Laws.

iii. Graduate Curriculum Committee (GCC):

The Graduate Curriculum Committee (GCC) shall consist of

- (1) A full-time faculty member representing each department, nominated by the department, and approved by the Assembly, for two-year staggered terms.
- (2) One faculty member from any department elected at-large by the Assembly for a two-year term.
- (3) An Associate Dean (as a non-voting member); appointed by the Dean
- (4) Other Non-Voting members as approved by Assembly, and noted in the By-Laws.

The Graduate Curriculum Committee shall:

- (1) Develop and implement processes to provide continuous assessment of the graduate programs of the SBA;
- (2) Initiate and/or review proposals submitted by departments for change to the graduate programs of the SBA;
- (3) Recommend to the Executive Committee all changes to the graduate curricula and additions of new concentrations and graduate degree programs, and deletions of concentrations and graduate degree programs;
- (4) Review the retention of graduate students and develop programs to improve the retention of students;
- (5) Review the content of the SBA graduate catalog copy;
- (6) Ensure that the graduate curricula are consistent with the SBA Mission Statement;
- (7) Select the graduate assistants and determine non-dismissal academic actions on cases referred to it by Coordinator of Graduate Business Programs; and
- (8) Make recommendations to the Dean of Graduate Study regarding:
 - a) admissions cases referred to it by the Coordinator of Graduate Business Programs and
 - b) dismissal cases.
- (9) Such other responsibilities as approved by the Assembly, and noted in the By-Laws.

2. Additional Standing Committees:

The Assembly shall have the power to establish additional standing committees and list them in the By-Laws.

3. Vacancies on Committees and the University Senate:

Vacancies occurring during the last year of the term, of a committee member or University Senate representative, shall be filled by appointments by the Dean. All other vacancies shall be filled by election of the Assembly.

Article IV. Committee on Appointment and Promotion (CAP)

1. The Committee on Appointment and Promotion (CAP):

The Committee on Appointment and Promotion (CAP) is established by the terms of the Agreement between the Board of Trustees of Oakland University and the Oakland Chapter of the American Association of University Professors.

2. Committee Role:

The role of the SBA CAP is to evaluate faculty being considered for re-employment, re-employment with promotion, re-employment with tenure, employment with tenure, or employment that will require tenure review within three years from its commencement. In addition, SBA CAP reviews all sabbatical leave proposals and reports its recommendations to the Dean. The role of CAP, its organization, review procedures, and special procedures for promotion or appointment to professor are defined by the Agreement and the SBA Criteria, Procedures, and Documentation for the Faculty Evaluation Process.

Article V. Amendments

1. Amendments:

Amendments to this Constitution and/or the By-Laws shall originate as ordinary motions of the Assembly. A simple majority of the voting members of the Assembly in a mail referendum is required for final approval. Amendments to the Constitution must also be approved by the University Senate and the Board of Trustees.

Glossary:

There have been questions about the specific definition of some of the terms in the SBA Constitution. The following is an attempt to clarify these terms.

Faculty in residence

“Faculty in residence” is defined as full-time SBA faculty who are teaching at OU or conducting supported research during the academic year. During the summer term it will be the SBA full-time faculty who were in residence the previous academic year plus returning faculty on leave the previous academic year.